

# **City of Bountiful**

## **Request for Proposals for Architectural Services for the Construction of a New City Hall**

### **1.0 INTRODUCTION/PROJECT OVERVIEW**

The City of Bountiful, Utah intends to hire a qualified architectural firm to provide services for the design of a new City Hall (hereafter, "the Project"). The City is issuing this Request for Proposals (RFP) in order to select the architectural firm for this project. The Project will be located at 845 South Main Street, on the site currently occupied by the Bountiful / Davis Arts Center. The Project will be a replacement of the existing City Hall located at 790 South 100 East, Bountiful.

The City of Bountiful expects that the facility will contain energy efficiency features and will utilize sustainable and efficient building principles. The facility will reflect creative design, connectedness to the community, and cost consciousness. The City does not want a facility that might be considered lavish or wasteful, but is tasteful in the building's design and finish. Most importantly, the facility must be functional for conducting the day-to-day administration of the City's services and programs; adequately accommodating for the function of government such as City Council, RDA Board and Planning Commission meetings; election and voting activities; and other community functions. The current project scope is based on a 30,000 square foot facility and a project budget of \$4,800,000.00.

Bountiful has selected Hogan and Associates Construction to serve as the Construction Manager / General Contractor for the Project. The architect will work closely with City Staff and Hogan personnel during all phases of programming, design and construction.

### **2.0 GENERAL PROPOSAL INSTRUCTIONS AND REQUIREMENTS**

#### **2.1 Proposed Schedule:**

Bountiful City  
New Bountiful City Hall  
Design Services Request for Proposals  
Schedule

<u>Event</u>	<u>Date</u>	<u>Time</u>
Advertisements Placed	June 21, 2012	
	June 28, 2012	
	July 5, 2012	
Mandatory Presubmittal meeting	July 10, 2012	10:00 am
Last Day to Submit Questions/Request Explanations	July 16, 2012	2:00 pm
Proposals Due	July 19, 2012	11:00 am
Committee Review of Proposals and Announcement of Interview Selections	July 26, 2012	
Shortlist Interviews/Presentations	August 9, 2012	
Selection of Preferred Architect	August 14, 2012	
Begin Programming and Design Process	August 23, 2012	
Estimated Start of Construction	January 15, 2013	
Estimated Completion of Construction	March 1, 2014	

**2.2 A MANDATORY pre-submittal meeting will be held on Tuesday, July 10, 2012 at 10:00 a.m.**

The meeting will be held in the Planning Conference Room located in the current City Hall. The address for City Hall is 790 South 100 East, Bountiful, UT. A representative from each interested prime firm is required to attend. During the meeting, a presentation will be made to describe the overall scope of work and intended schedule. Interested firms may ask questions and request clarification about the project and the procurement process. THE ABSENCE OF A PRIME FIRM FROM THE PRE-SUBMITTAL MEETING AND/OR FAILURE TO REGISTER PRECLUDES PARTICIPATION AS A SUBMITTING FIRM ON THIS PROJECT. Subconsultants are invited to attend, but it is not mandatory for them.

**2.3 Proposers must submit 12 copies of their proposals.  
PROPOSALS SHOULD BE LIMITED TO 30 PAGES, TOTAL.**

2.4 Proposers shall submit ONE copy of the proposed fee schedule for the project in a separate, sealed envelope.

2.5 All proposals and required submittals must be turned in to or mailed to the Bountiful City Engineering Department located in the existing Bountiful City Hall. The mailing address is:

Bountiful City Engineering Dept.  
790 S 100 E, Bountiful, UT 84010

The Engineering Department is located on the building's main floor, on the North side of the building. Faxed or emailed proposals will not be accepted.

2.6 The legal status of the proposer, whether a corporation, partnership, limited liability company or individual, shall be stated in the proposal. A corporation shall execute its proposal by its duly authorized officers in accordance with its corporate by-laws and shall indicate the State in which it is incorporated. A partnership shall give full names and addresses of all partners. Partnerships and individual proposers shall be required to state in the proposal the names of all persons interested therein. A limited liability company shall execute the proposal by its members or authorized manager.

2.7 If the proposer is a joint venture consisting of a combination of any or all of the above entities, each joint venturer shall execute the proposal. Anyone signing a proposal as an agent of another or others shall submit with his or her proposal, legal evidence of his or her authority to do so. The place of residence of each proposer, or the office address in the case of a firm or company, telephone number and fax number, shall be given after his/her signature.

2.8 All proposers must be properly licensed to conduct business in the State of Utah. Proof of all applicable professional licenses is required.

2.9 The selected architect will be required to enter into a written contract with the City in order to provide the services required in the RFP and in AIA Standard Form B101-2007 Standard Form of Agreement Between Owner and Architect.

### **3.0 COMMUNICATION, ADDENDA AND EXPLANATIONS**

3.1 All questions and requests for explanations must be submitted in writing, or by email no later than July 16, 2012 at 2:00 pm. Questions may be submitted to:

Paul Rowland, City Engineer  
Bountiful City Engineering Dept.  
790 S 100 E

or

Lloyd Cheney, Assist. City Engineer  
Bountiful City Engineering Dept.  
790 S 100 E

Bountiful, UT 84010  
[prowland@bountifulutah.gov](mailto:prowland@bountifulutah.gov)

Bountiful, UT 84010  
[lcheney@bountifulutah.gov](mailto:lcheney@bountifulutah.gov)

- 3.2 Responses to requests for explanations shall be made in the form of an Addendum, a copy of which shall be available on the Engineering Department FTP website located at <ftp://64.244.80.242/ftp/Engineering>. Proposers shall be responsible to check the website to obtain addenda.
- 3.3 Addenda issued to proposers shall become part of the Contract Documents, and all proposals shall include the work described in the Addenda.
- 3.4 Any other information and/or supplemental instructions shall be in the form of a written addendum, posted on the City's website.

## 4.0 ARCHITECT'S SERVICES

- 4.1 Generally, the architect will be required to provide the basic services identified in AIA B01-2007 Article 3. Under these basic services, the selected architect shall provide a facility space program, concept design, schematic design, construction documents, coordinate with the CM/GC, and project oversight and inspection for the Project, which includes site improvements. Scope of work shall include the following:
- .1 Coordination with City-appointed Project Management Team in all phases of the project, according to the approved Project Approach and Project Schedule submitted by the Architect.
  - .2 Develop a Facility Program detailing all spaces with assigned square footage and needs.
  - .3 Preparation of a Schematic Design for the project, including preliminary building plans, sections and elevations, perspective sketches, electronic modeling, etc. The Architect will present the Schematic Design to the City representatives for input.
  - .4 Facilitation of public input and public presentations at key project phases.
  - .5 Coordination with the CM/GC. Coordination will include review of fixed limited budget, construction materials and methods, cost estimating, project phasing, etc.
  - .6 Preparation of Construction Documents. Documentation will include drawings and specifications that establish in detail the quality, quantity and levels of materials and systems required for construction of the project. Presentation of 50%, 85%, 95% and 100% construction documents will be provided. Documents will be in sufficient detail at 85% for the CM/GC to produce a preliminary Guaranteed Maximum Price to perform construction. Construction Documents at 100% will be used by the General Contractor/Construction Manager to present to and negotiate with the City a final Guaranteed Maximum Price. Architect will provide a review of the proposed Guaranteed Maximum Price on behalf of the City.
  - .7 Coordination of all permitting and other similar requirements.
  - .8 Continued coordination with the CM/GC throughout the bidding and construction process for the project. This coordination will include regular updates to the City regarding project progress.
  - .9 Coordination with CM/GC in project inspection and closeout, including all closeout documentation, maintenance and operation manuals, warranties, as-built drawings, systems testing, quality assurance, etc.
- 4.2 The architect will be required to furnish the following services, in addition to the Basic Services outlined in Article 3 of AIA B101-2007:
- .1 Landscape Design
  - .2 As-Constructed Record Drawings
  - .3 Furniture, Furnishings and Equipment Designs

- 4.3 The architect will be required to coordinate with the following services provided by Bountiful City:
- .1 Civil Engineering

## 5.0 REQUIRED PROPOSAL SUBMITTALS

Each proposal shall include the following:

- 5.1 Summary Statement – Provide a brief statement that summarizes the unique qualifications of the proposer in relation to the unique and general requirements of this project. Boiler-plate Summary Statements will not be looked upon favorably.
- 5.2 Proposed Project Team Organization and Qualifications – Provide a chart that identifies the roles of each of the Key Individuals involved in each phase of the project. Provide resumes for all key individuals on the proposed project team. Provide a matrix that indicates past project collaborations carried out by the proposed team.
- 5.3 Proposed Project Team Performance on Past Projects – Provide information for at least five projects that demonstrate the proposer's ability to accomplish this project. For each project identified, provide the following information: Owner, Description, Photo, Square Footage, Cost, Change Order History, Special Features, and Project Team Members' involvement.
- 5.4 References – Provide a reference for each project listed above who may be contacted for further information regarding the performance of the proposer's Project Team.
- 5.5 Team Roles and Responsibilities – Provide a description of the roles and responsibilities of the proposer's Project Team members and how the Team will work together to achieve the objectives of the project.
- 5.6 Proposed Project Schedule – Provide a schedule that includes individual phases as applicable. The proposed project schedule shall list important dates, times and locations of meetings and submittals. The schedule will be used as a basis of performance to be included in the contract with Bountiful City. The schedule should represent realistic time requirements for all phases of programming and design and also reflect the ability of the architect and subconsultants to meet the proposed schedule.
- 5.7 Proposed Project Approach — Outline the tasks, any special approaches, and the plan for completion. Innovation and alternatives to the proposed project scope are welcome to be included in this section.
- 5.8 Local Knowledge — Describe your knowledge of our local area and criteria to be considered in the building design and project execution. Provide examples of your experience in the area.
- 5.9 Public Project Experience — Discuss your experience in designing public projects, which are funded by public monies.
- 5.10 Fixed Limit Project Cost Experience -- Discuss your experience in designing to a fixed limit project cost including soft costs and construction costs.
- 5.11 Evidence of current professional licensing in the State of Utah.

- 5.12 Furnish one copy of the proposed Fee Schedule in a separate, sealed envelope. Provide the following information on the outside of the envelope: Proposer's name; address; and the phrase " Proposed Fee Schedule – New Bountiful City Hall".

## **6.0 OPTIONAL PROPOSAL SUBMITTALS**

Proposers may choose to submit floor plans, elevation drawings, renderings or other illustrations which represent a conceptualization of the Project for consideration by the Review Committee. This optional material should not exceed 5 pages, which will not be counted towards the 30 page proposal limit.

## **7.0 SELECTION PROCESS**

7.1 Proposals will be evaluated in two stages, according to the Request for Proposals Schedule. At Stage One, a review committee composed of representatives from the City will review proposals according to the criteria established in this RFP. The review committee will select a minimum of 2 and no more than 3 proposers to proceed to Stage Two of the selection process. Proposers who proceed to Stage Two will be invited to an interview/presentation before the Selection Committee, which will select a preferred candidate. After the interviews, the preferred candidate will be presented to the City Council for approval.

7.2 Proposals shall be evaluated according to the following criteria:

- .1 Responsiveness to the Request for Proposals. Proposals should contain each submittal item outlined in Sections 5.0 and 6.0 above, in the order the items are listed. Proposals should not be "boiler plate" proposals and should reflect familiarity with the project and the community.
- .2 Experience as a team with similar projects. Experience with projects incorporating energy efficiency in design. Experience in working with the Construction Management/General Contractor method of project delivery will also be taken into consideration. References will be part of the assessment of the Project Team.
- .3 Ability of proposer to meet the requirements of the work to be performed.
- .4 Extent to which proposer conveys understanding of vision and unique demands of the work.

7.3 The City may consider as incomplete any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject such proposal for lack of formality.

7.4 Interviews will be held by the Selection Committee with the purpose of allowing the invited firms to present qualifications, past performance, management plans, and project schedules. The interview will also provide an opportunity for the Selection Committee to ask questions of the firm. The method of presentation will be determined by the firm, and should be limited to 30 minutes, followed by a 10 minute question and answer period (40 minutes, total). Primary project personnel should be in attendance. Attendance and participation of subconsultants is optional.

Invited firms should also come prepared to present a preliminary design concept or illustrations relevant to the project for consideration by the Selection Committee. These preliminary concepts should demonstrate the architect's creativity and vision of the project.

Upon a final recommendation by the selection committee, the City Council will approve the selection of the architect, and authorize the contract for the architects services at the Council's regular meeting on August 14, 2012.